



PASMA Mobile Access Tower Training

On Site Training Arrangements Check List

Please use this check list to ensure that the on site training requirements for your PASMA Mobile Access Tower Training are met.



Remember, these are the **MINIMUM STANDARDS REQUIRED BY**

PASMA to allow us to conduct this training on your premises - if you have any questions, or any doubts about the facilities or equipment that you have, please call us as soon as possible on 0870 3503601, thank you:

Training Room

You will need to provide us with a suitable training room for the theory presentation and course review/critique. Does the training room have:

	A 240 volt power supply?
	Enough space for the instructor to set up a projector, laptop and screen (and a desk/table to set them up on)?
	Adequate ventilation/heating?
	Adequate seating and desk space for each candidate to allow notes to be taken and the theory test to be taken?
	Uninterrupted use for the whole morning and for the 1/2 hour course review/critique at the end of the afternoon?

Refreshments

	Have refreshments been arranged nearby for the candidates and instructor?
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Tower equipment

You will need to supply suitable and sufficient aluminium tower equipment along with current instruction sets to allow the practical session to be completed:

	Is the tower equipment manufactured to BS EN 1004 (or BS1139)?
	Are all components in good condition and good working order?
	Are there sufficient components to build a tower to a minimum platform height of 4m (using the 3T/through the trap method of assembly)? <i>You will find a list of the components required in the current manufacturer's instruction manual for your tower – this can normally be downloaded free of charge from the PASMA website – see below</i>
	Do you have a copy of your tower's current instruction manual (using the 3T method of assembly) for the instructor, plus a copy for each candidate? <i>The current version of most instruction manuals can be downloaded free of charge from the PASMA web site at www.pasma.co.uk – click on "Instruction Manual Downloads"</i>

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Practical Training Area

	Is there an indoor practical training area of at least 6m x 6m square with a ceiling height of at least 6m to allow the tower to be built to PASMA's minimum required platform height of 4m?
	Will the area be available for the whole afternoon without interruption?
	Is the area free of traffic?
	Is the area quiet enough to ensure that the instructor can be heard?

Please Note: The training can take place outside, but, at the sole discretion of the instructor may be cancelled or postponed if weather conditions are judged to be unsafe or unsuitable

PPE

	Have you instructed all candidates to bring suitable safety footwear?
	Have you checked to make sure that the candidate's own safety footwear, plus the items supplied by us in the Tower User's Safety Kit will provide adequate protection during the practical training session (some sites require safety glasses to be worn for example)? <i>The Tower User's Safety Kit comprises a hard hat with chin strap, hi-visibility vest, gloves, spirit level and a PASMA inspection tag</i>

Car parking

	Have you arranged parking for the instructor close to the point of training?
	If not, have you arranged safe and secure off-loading/loading facilities along with details of a nearby public car park (please phone 0870 350 360 1 with details)

Car parking charges will be added, at cost, to the cost of your training, as will congestion charges etc

Course timings

	Have you informed all candidates that this is a full day's course (normally 8.30 to 4.30), and that prompt arrival is essential?
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Information we need from you

	Full address of the training venue, including post code if possible (for satnav)
	A contact name and phone number in case our instructor needs to make contact prior to, or on the day
	Parking, plus drop-off/pick-up details if not on site
	If our instructor will need to undergo a site induction before commencing the course, what time it will start, and how long it will take
	Details of any documents or ID the instructor needs to bring (for security clearance etc)